



MEMORANDUM

Tallahassee-Leon County
Planning Department

To: Tallahassee-Leon County Planning Commission
Through: Jean Gregory, Planning Manager
From: Kristen A. Andersen, Senior Planner *KAA*
Date: June 24, 2003
Subject: Special Master Process Ordinance Consistency Review

Introduction:

The ordinance attached (*Attachment A*) proposes to amend the Leon County Code of Laws to provide for the following:

- Notice of receipt of a Type B Site Plan Application to be mailed to each property owner within 500 feet of the project site and to all neighborhood and business associations located within the same boundary;
- A written preliminary decision of the Development Review Committee (DRC) on the application; and
- A point of entry to request a quasi-judicial hearing; and
- Establishes a special master review procedure for Type B Site and Development Plans and provides for the review of any resultant recommended order by the Board of County Commissioners.

Consistency Determination:

Planning Department staff has reviewed the proposed ordinance and finds it to be consistent with the Comprehensive Plan. The proposed amendments are procedural in nature and the Comprehensive Plan does not contain any conflicting procedural requirements nor does it address procedural requirements of this nature.

Recommendation:

For the reasons described above, staff finds the proposed ordinance to be consistent with the Comprehensive Plan and recommends that the Planning Commission also find the proposed changes to be consistent.